MUTIC DIY

01

Make every gathering happen.

MUTIC DIY product presentation
Platform, people and the complete event journey.

PRODUCT PRESENTATION



The platform. The people. The experience.

03 Platform and capabilities

06 One Singapore event, two perspectives

09 Organizer: create, publish and manage

23 Participant: register, attend and connect

30 Exhibitions, conferences and retail visits

35 Feature scope and event operations

Connect the before, during and after

MUTIC DIY brings event publishing, registration, ticketing and organizer operations into one platform.

01

Before the event

Publish the schedule, location, introduction and admission options together. Participants understand the invitation, choose their places and complete registration.

02

At the event

Individual tickets connect each arrival to the attendee roster. Organizers validate entry with the camera interface or a manually entered check-in code.

03

After the event

Orders, tickets and conversations remain accessible through the account. Registration and entry summaries help organizers understand participation and plan follow-up.

A complete set of event essentials

01

Discover and explore

Categories, search, event imagery, schedules, locations, introductions, ticket options and a clear registration entry point.

02

Account and personal hub

Sign-in, registration, profile, optional shareable information, password, email language, tickets, orders and notifications.

03

Create and publish

Public or private visibility, multilingual content, time zones, registration windows, images, ticket limits, drafts and publishing preview.

04

Organizer workspace

Attendees, inquiries, check-in, editing, notifications, duplication and deletion, all organized around the event.

05

Tickets and admission

One e-ticket per participant, QR and check-in codes, organizer notes and separate pending or entered states.

This presentation covers the current website. Feature availability and operational conditions are detailed on page 35.

One workflow, many kinds of gathering

01

Private and social

Dinner gatherings, community meetups and small social occasions, with direct invitations, capacity limits and an organizer-managed roster.

02

Exhibitions and launches

Free exhibitions, open days and brand experiences: registration first, then individual admission at the entrance.

03

Conferences and talks

Lectures, seminars and networking meetings, with the agenda, location, registration and arrival management in one place.

04

Workshops and communities

Creative classes, family activities, photography and outdoor sessions, supported by capacity controls and joining instructions.

05

Reserved retail visits

Treat each scheduled visit as an event and issue admission credentials. This is not a live queue-management system.

These are applications of the existing event workflow, not separate seating, matchmaking or queue-management products.

Singapore meetup: the complete event journey

01

The event

Singapore Creative Meetup (Demo)
17 October 2026, 14:00-16:00, Singapore time. Private invitation, complimentary admission and capacity for 30 people.

02

Two perspectives

The organizer publishes and manages the gathering. Alex registers three named guests in one booking, with a separate e-ticket for every participant.

03

The current position

Three participants, one free order, one checked in and two pending. The event and sample venue are illustrative; no physical gathering is taking place.

Different roles, one connected event

01

Create and invite

The organizer signs in, prepares the event and shares its link. Participants open the invitation to read the details.

02

Register and record

Participants sign in and provide individual guest information. The organizer sees the resulting roster for their own event.

03

Communicate

Participants ask questions. Organizers reply, add ticket-specific instructions and send event-wide reminders.

04

Arrive and enter

Each participant presents the matching ticket. The organizer validates it and records that person’s arrival.

05

Review and follow up

Participants retain orders and tickets; organizers review registration, entry and revenue summaries. Export is not yet available.

Organizer: turn an idea into an invitation



01 Explain the essentials

Give participants a clear schedule, location and introduction, so they can understand the event before registering.

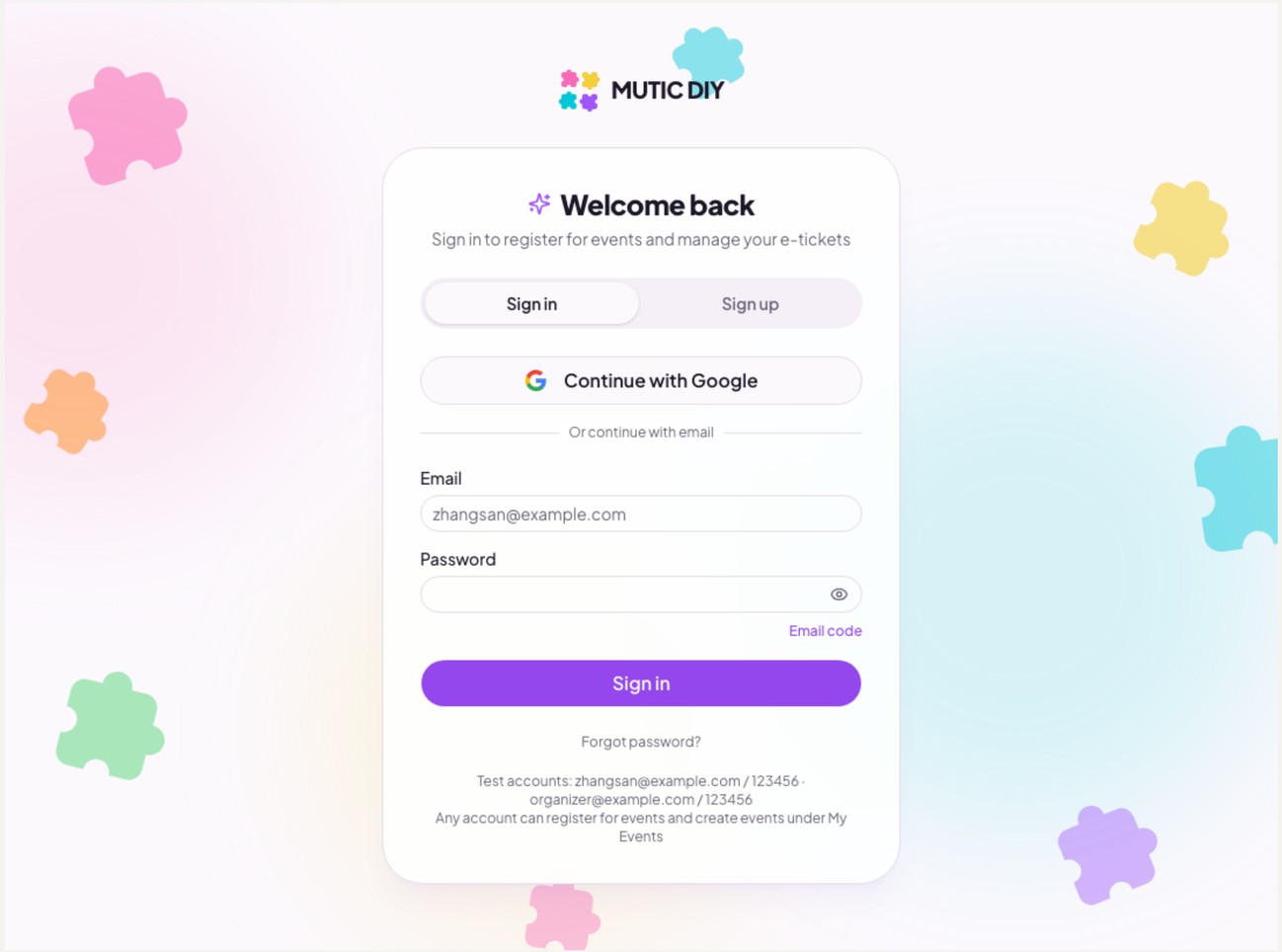
02 Set the scale

Configure ticket options, available places and the maximum number each account can reserve.

03 Keep work together

Return to one workspace for attendees, conversations and check-in after the event is published.

One account, two ways to take part



01 Host or participate

A regular account can join events and create its own gatherings through My events.

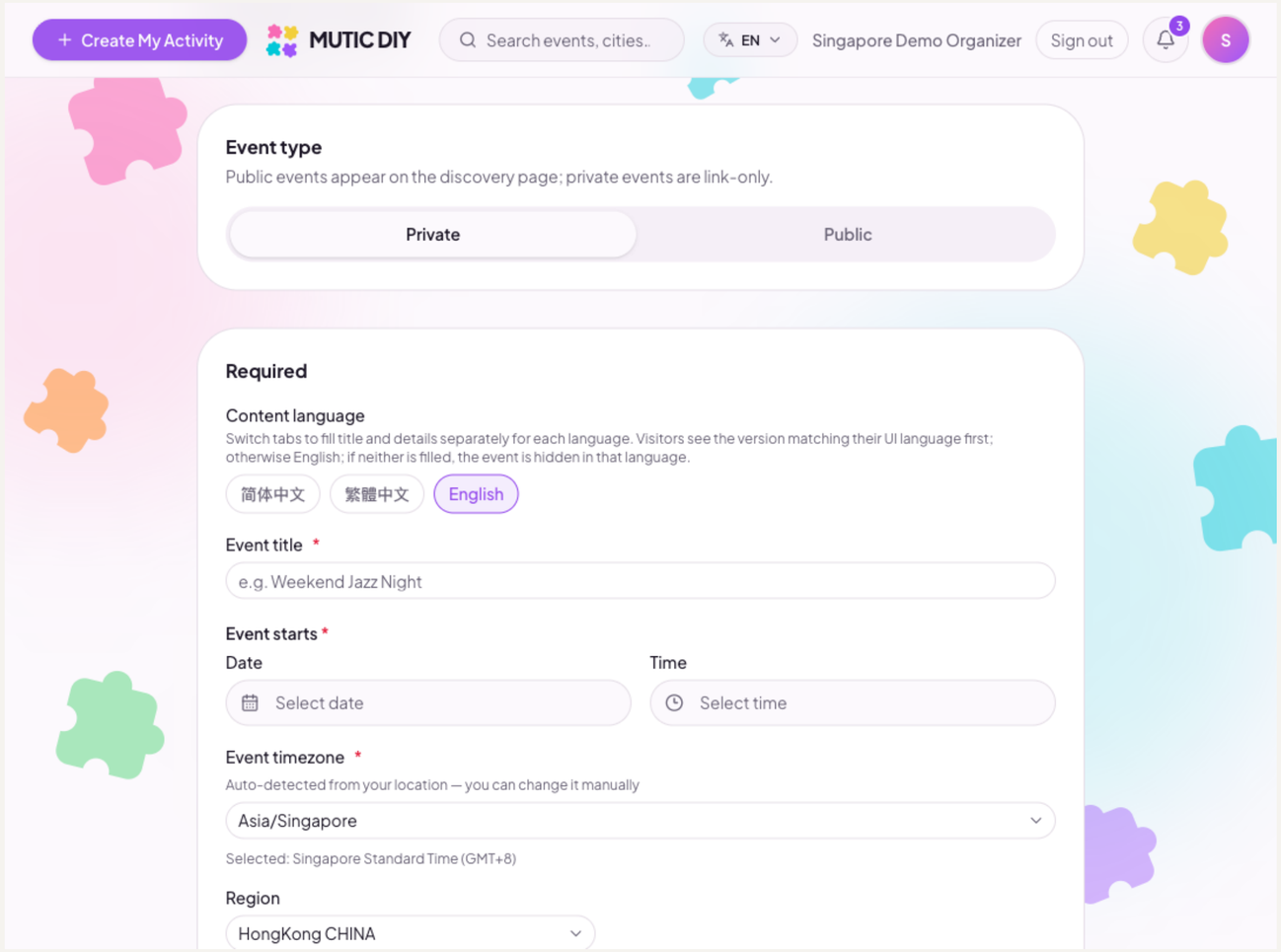
02 Sign-in options

The interface offers email and password, email-code and Google sign-in. The case study uses password sign-in.

03 Scoped management

Organizers manage their own events, not other organizers' attendee lists or platform-wide user accounts.

Public discovery or a direct invitation



01 Choose visibility

Public events support discovery. Private events use direct links, suitable for invitations to a known audience.

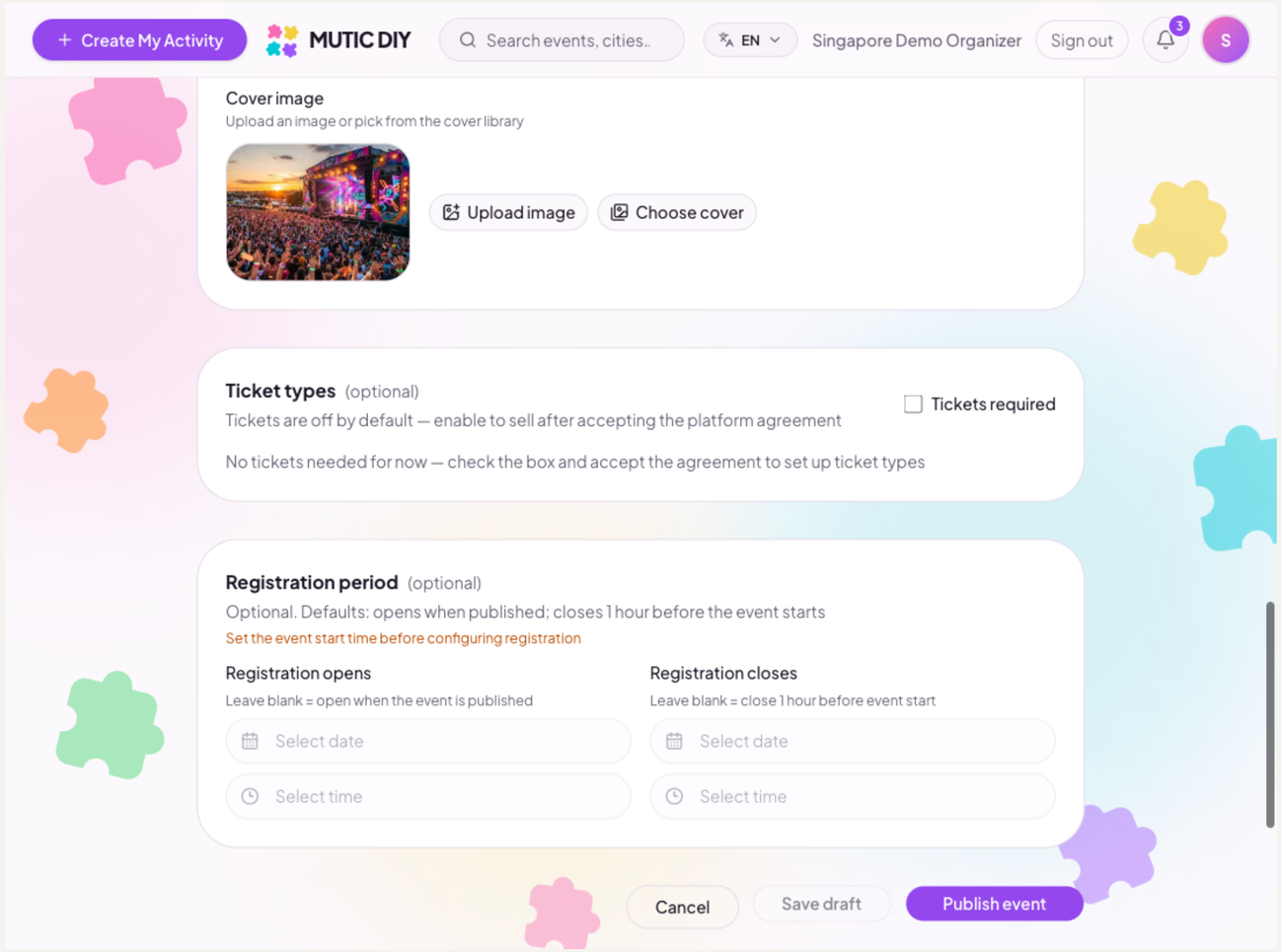
02 Prepare languages

English, Traditional Chinese and Simplified Chinese content are edited separately from the interface language.

03 Build the essentials

Start with a title, date, time zone and location, then add the introduction, cover and admission options.

Set the event and registration windows



01 Event schedule

Start and end define when the gathering takes place. A named time zone provides a clear reference across cities.

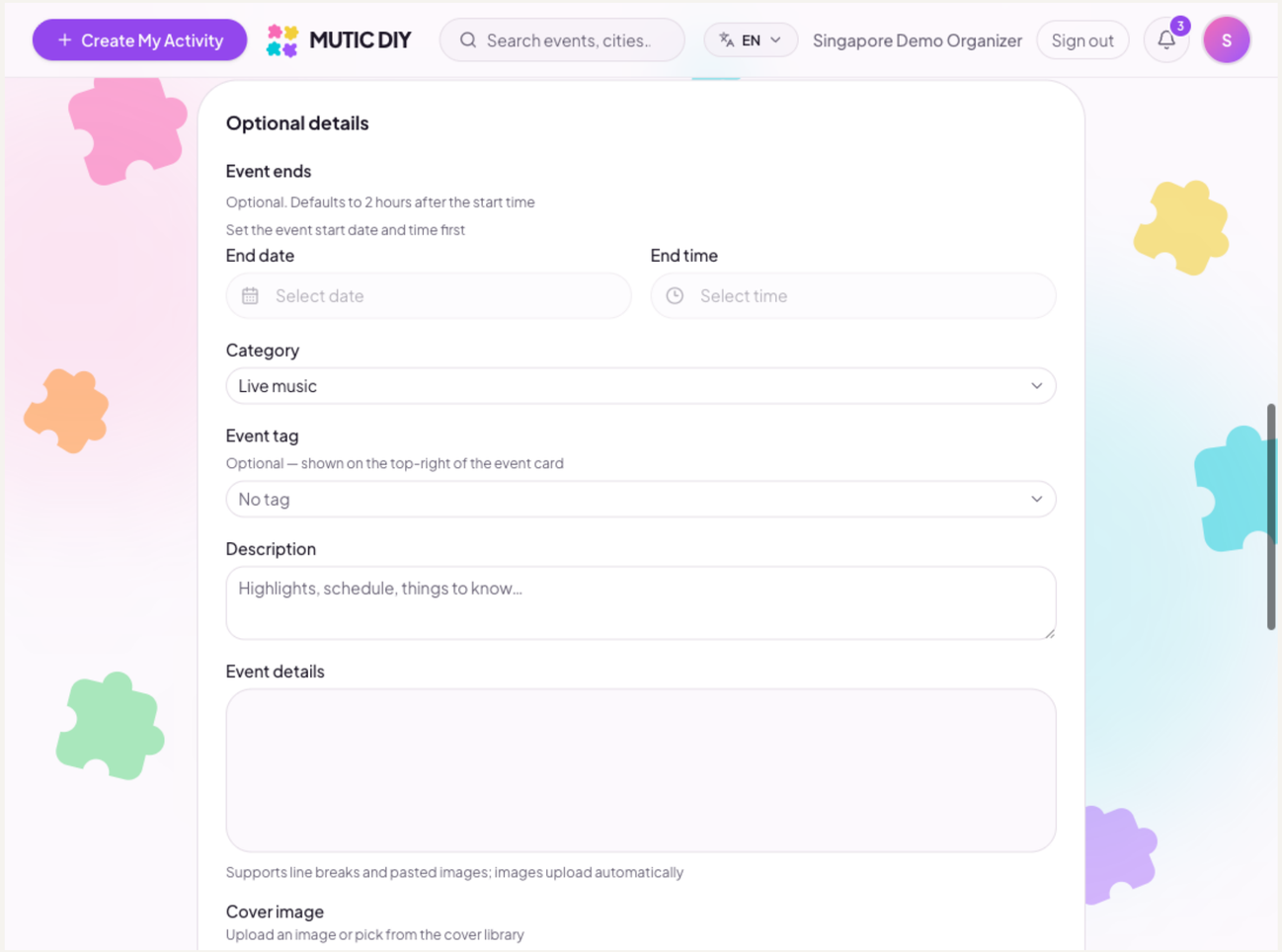
02 Registration period

Public event creation includes opening and closing settings. Arrange the deadline before the activity begins.

03 Confirm before publishing

Review dates, times and the time zone. Published-event time fields are restricted in the current editor.

Answer the questions guests will ask



01 Complete location

Select the region and venue. Include a full address, entrance or meeting point instead of only a broad place name.

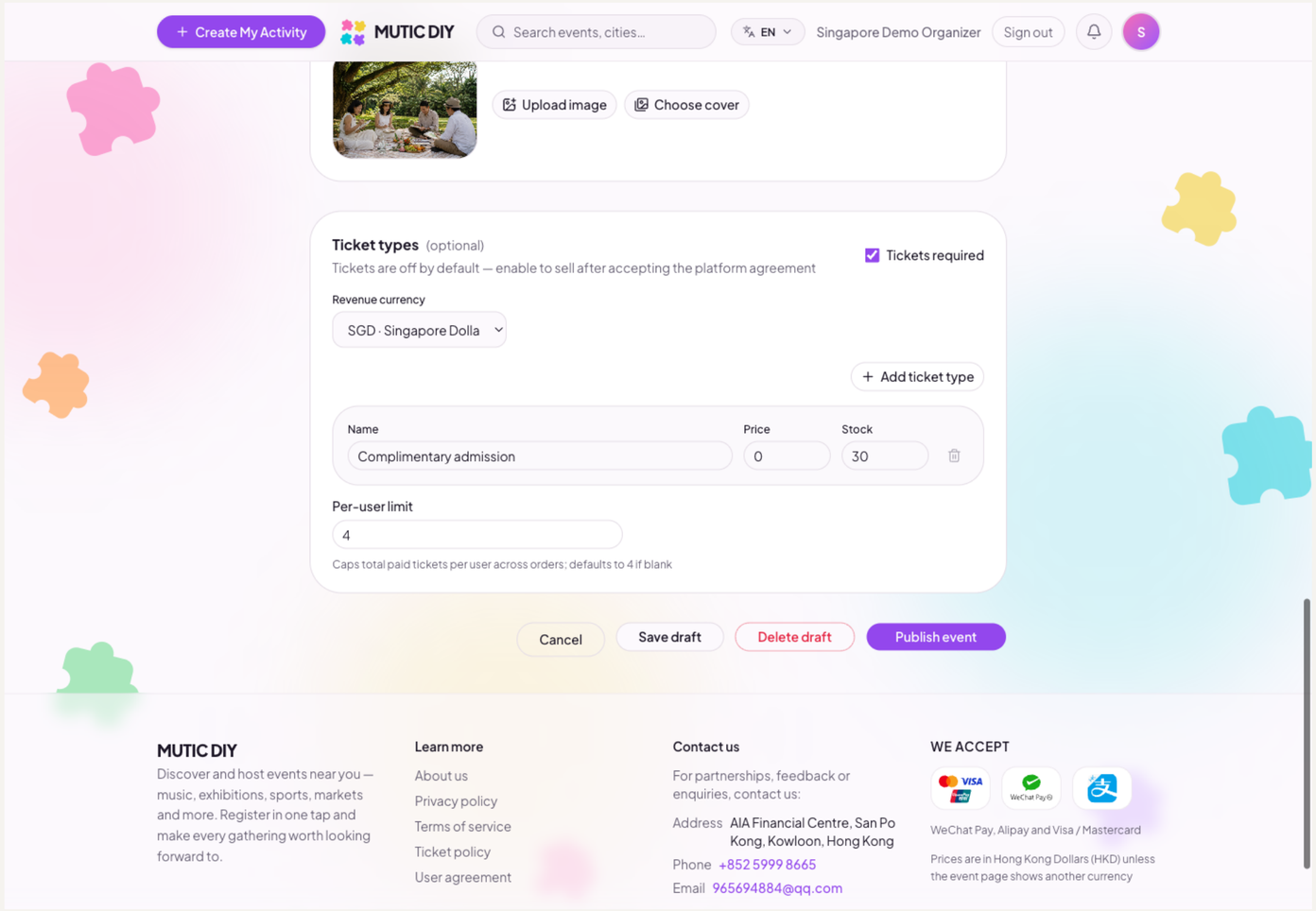
02 Useful introduction

Explain who should attend, the programme and what to bring. Add a schedule and supporting images.

03 Recognizable imagery

A clear cover helps people recognize the invitation and find the same event later in their ticket collection.

Free admission with controlled capacity



01 Ticket options

Configure the name, price, stock and currency. This example uses complimentary admission and 30 places.

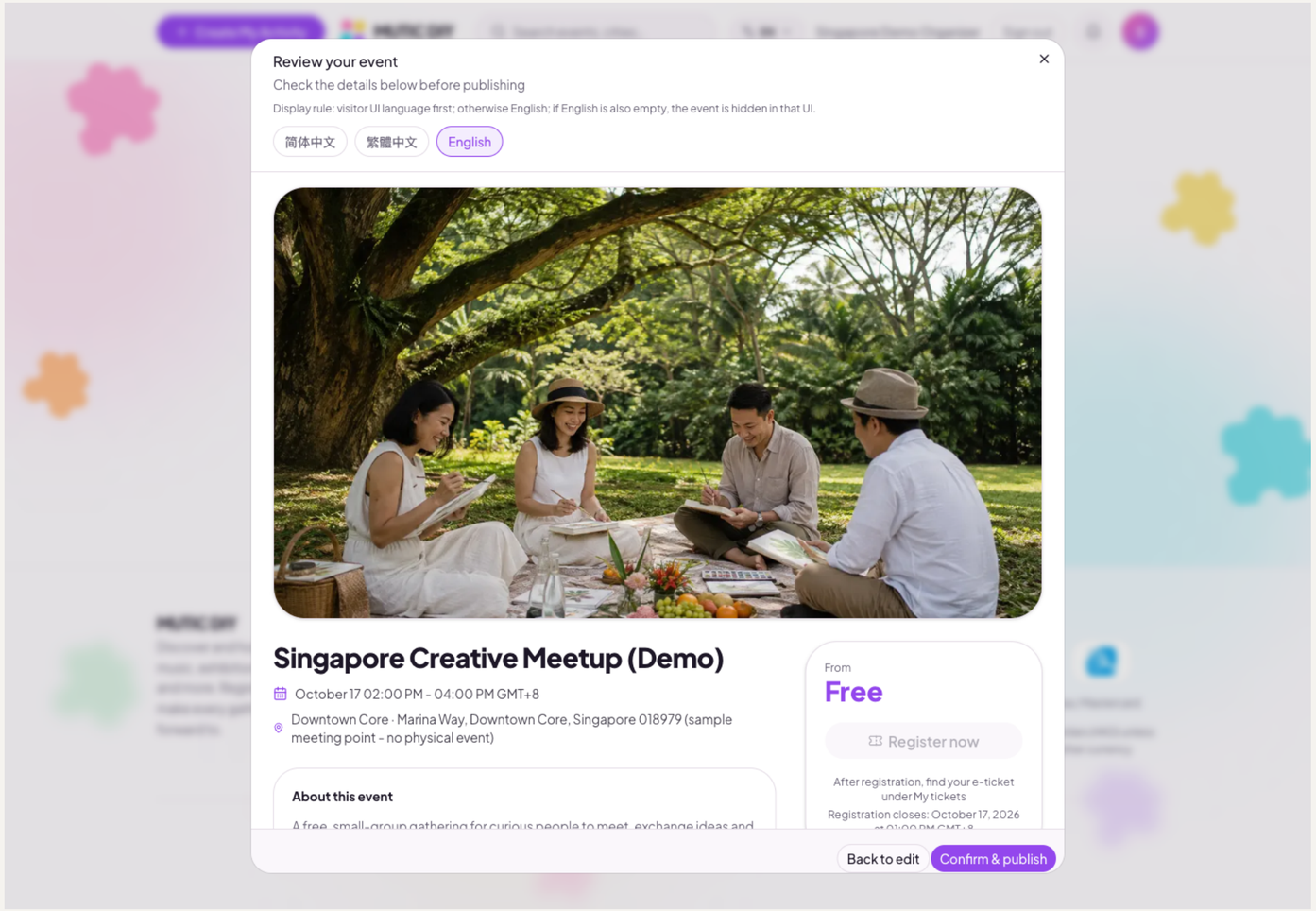
02 Per-account limits

The limit is four places per account. Existing purchases count towards that limit.

03 Transaction scope

The case study covers free registration. Paid processing, refunds and payouts are not demonstrated by this zero-cost flow.

Preview, publish and share



01 See the invitation

Review the cover, title, schedule, location and ticket information together before publishing.

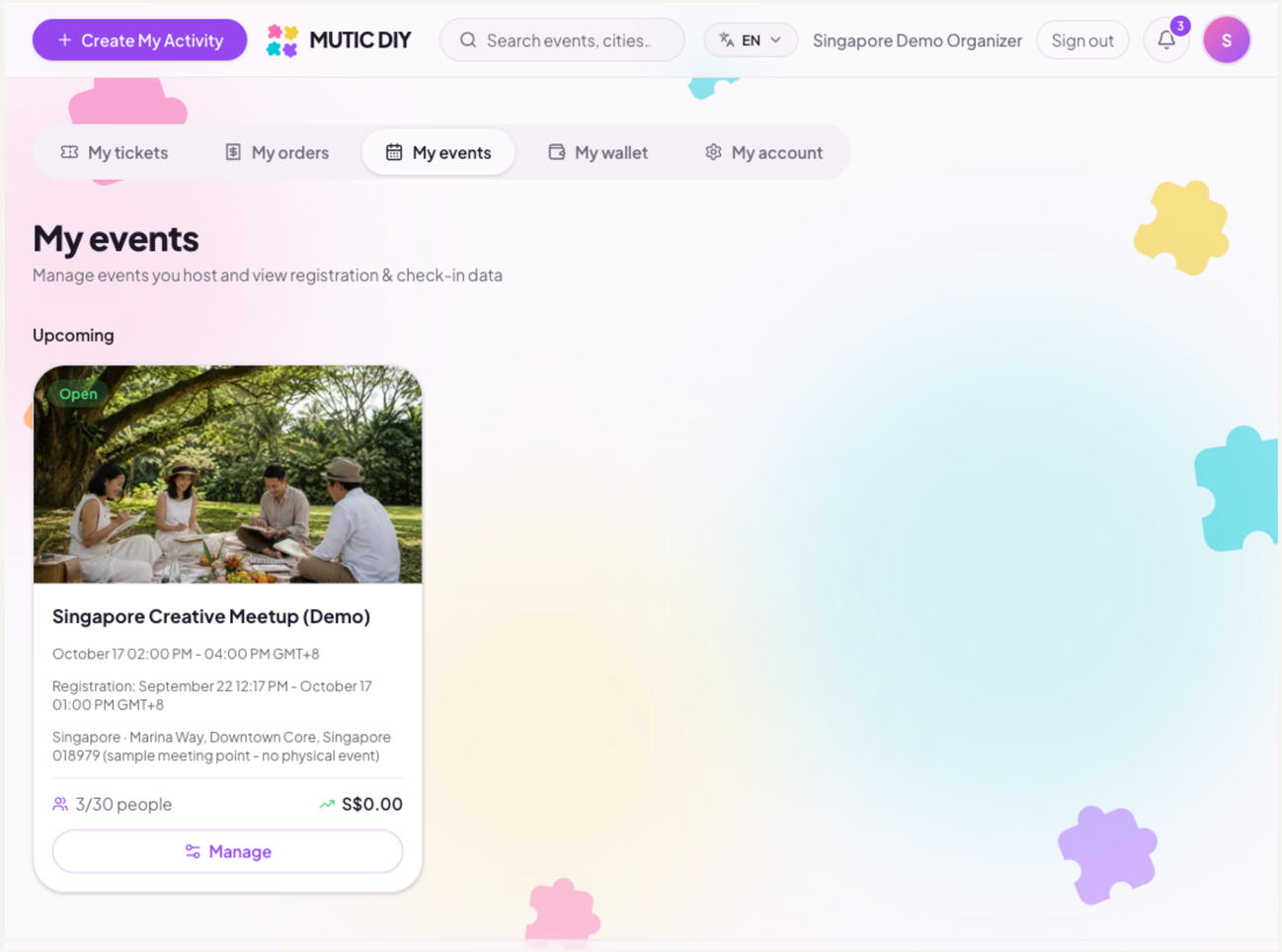
02 Keep a draft

Save unfinished work as a draft. Confirm capacity and important dates before the event becomes available.

03 Check the live page

Open the published invitation and confirm the registration action and deadline before sending the link.

Your events, in one workspace



01 Find the gathering

My events brings together hosted activities, status and key summaries. Choose Manage to open the workspace.

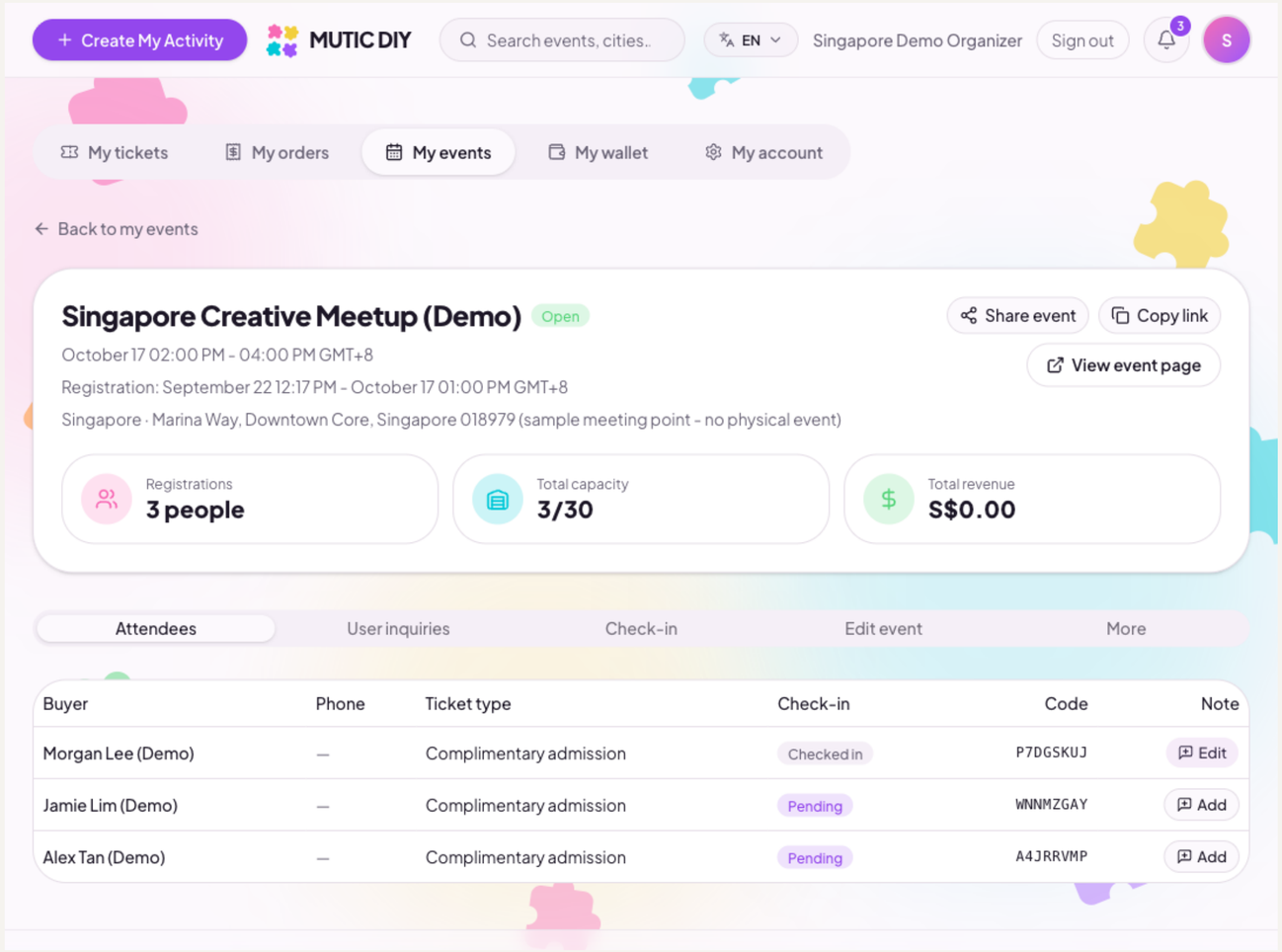
02 Choose the task

Attendees, User inquiries, Check-in, Edit event and More separate the main organizer tasks.

03 Read the position

Registration, capacity, revenue and entry progress help the organizer plan reception and follow-up.

An attendee roster built around people



01 Individual records

Each row connects a name, optional phone number, ticket type, entry state and organizer note.

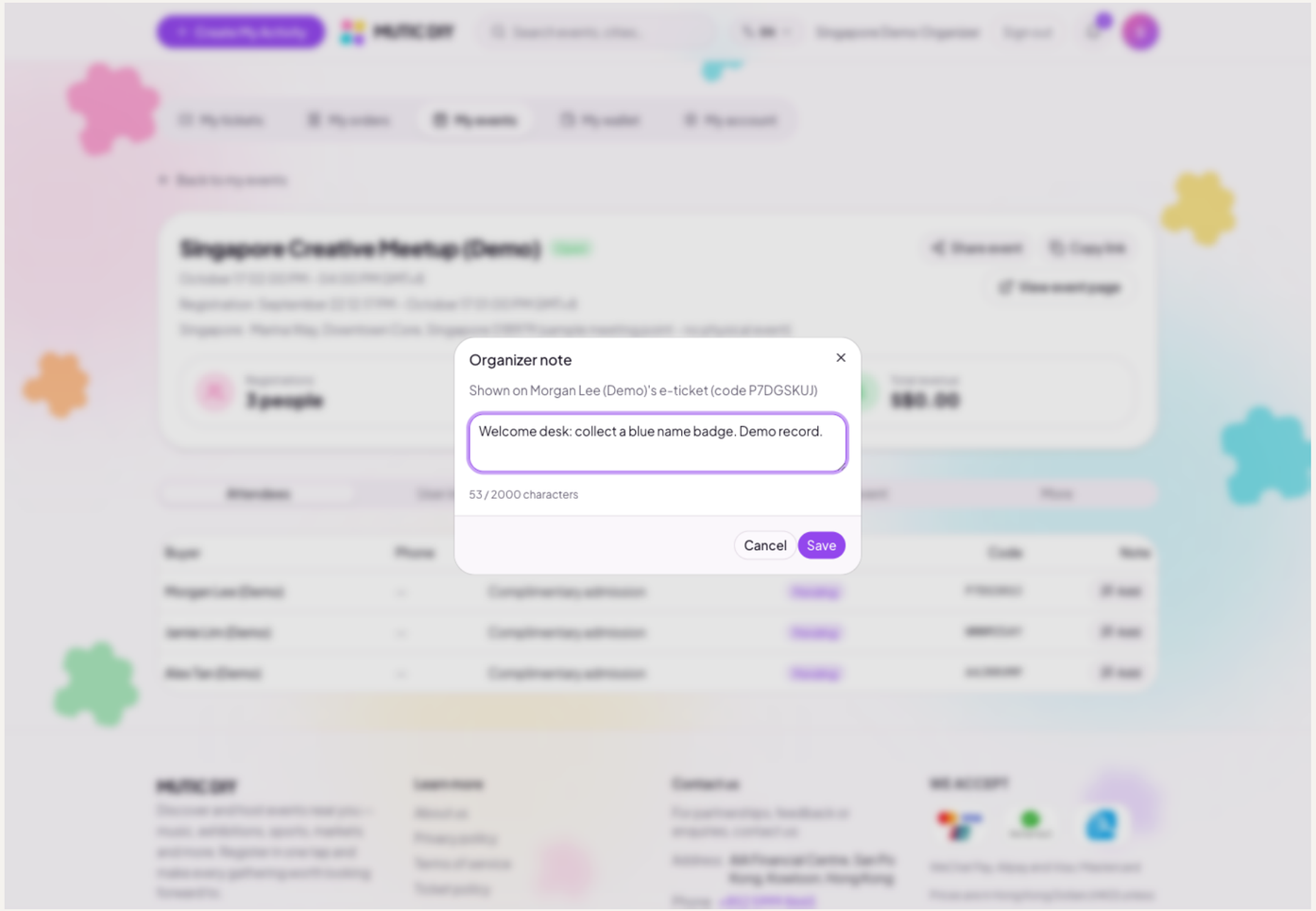
02 People are not accounts

One buyer can register several people. This case has one account, three participants and three tickets.

03 Track every arrival

Check-in updates the relevant person's record, rather than treating an entire group order as one arrival.

Put a personal instruction on the ticket



01 Address the right person

Open a participant's note from the roster to add collection, meeting-point or reception instructions.

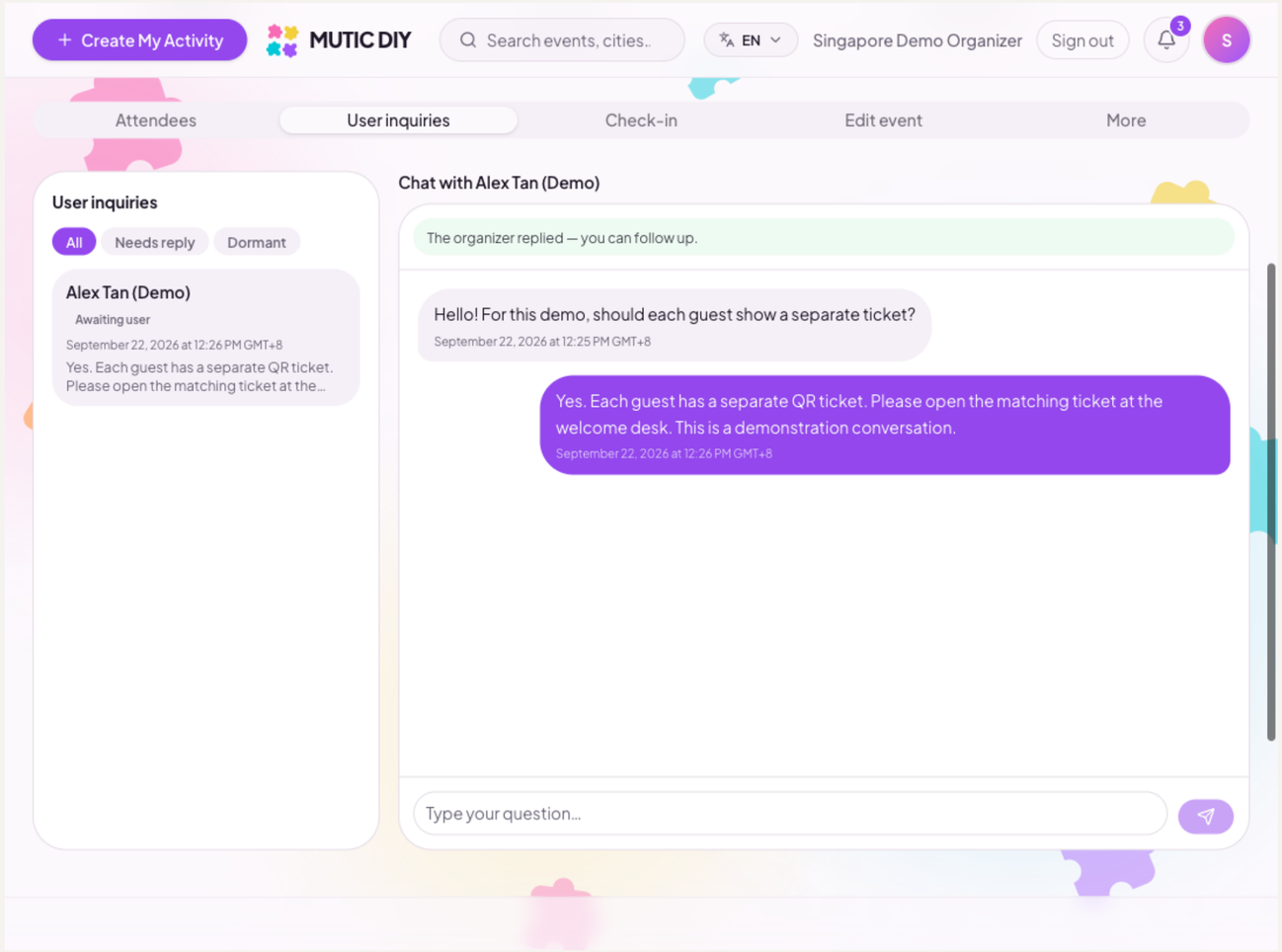
02 Visible to the participant

The note appears on the related e-ticket and can generate a notification. It is not a confidential staff memo.

03 Keep it practical

For example: collect a blue name badge at reception. Use brief instructions that help the participant attend.

Keep questions with the event



01 Event-specific inquiries

Open questions from the organizer workspace and reply in the relevant conversation.

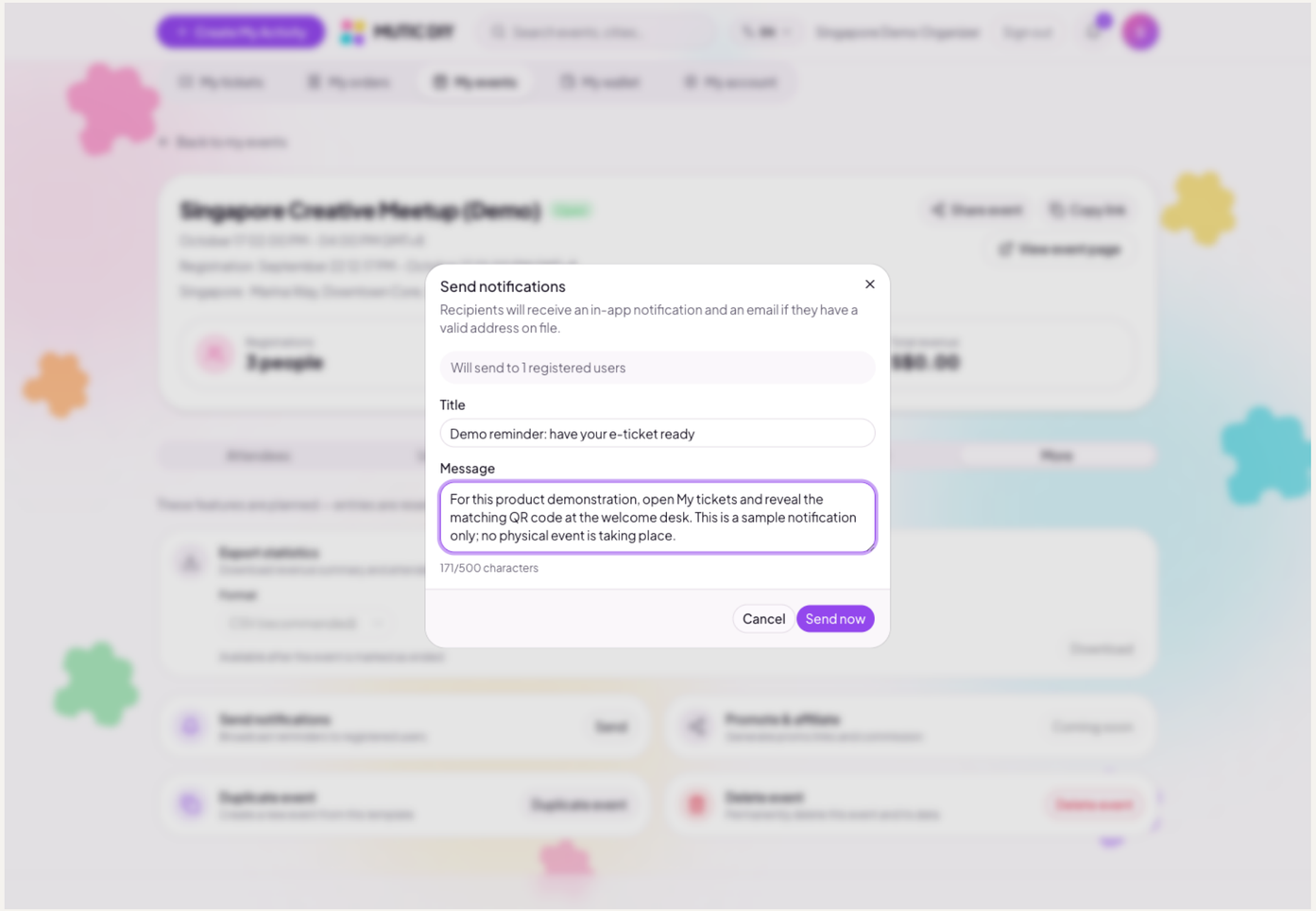
02 Prioritize replies

All, Needs reply and Dormant filters help the organizer locate conversations and manage follow-up.

03 A continuous exchange

Participants read replies and continue the conversation through Contact organizer in their booked event.

Send updates to registered users



01 One shared reminder

Use the notification action under More for arrival instructions, schedule reminders and event updates.

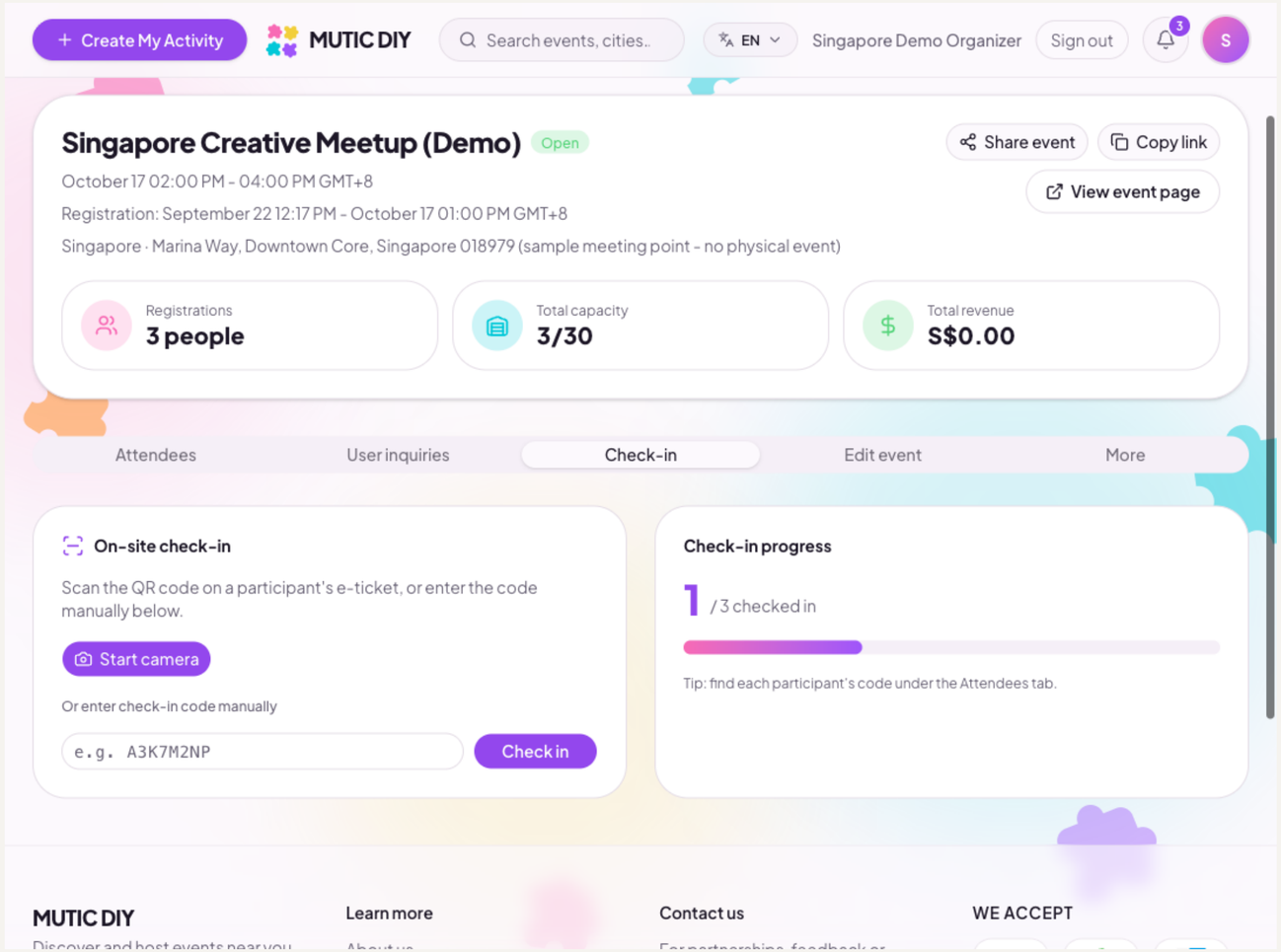
02 Understand the audience

Counts refer to registered accounts, not tickets. This three-person booking has one recipient account.

03 In-app and email

Participants can return to account notifications. Confirm email delivery separately in the actual recipient mailbox.

Connect the ticket to the arrival record



01 Two entry methods

Check-in offers camera scanning and manual code entry. Manual entry provides a fallback when scanning is unavailable.

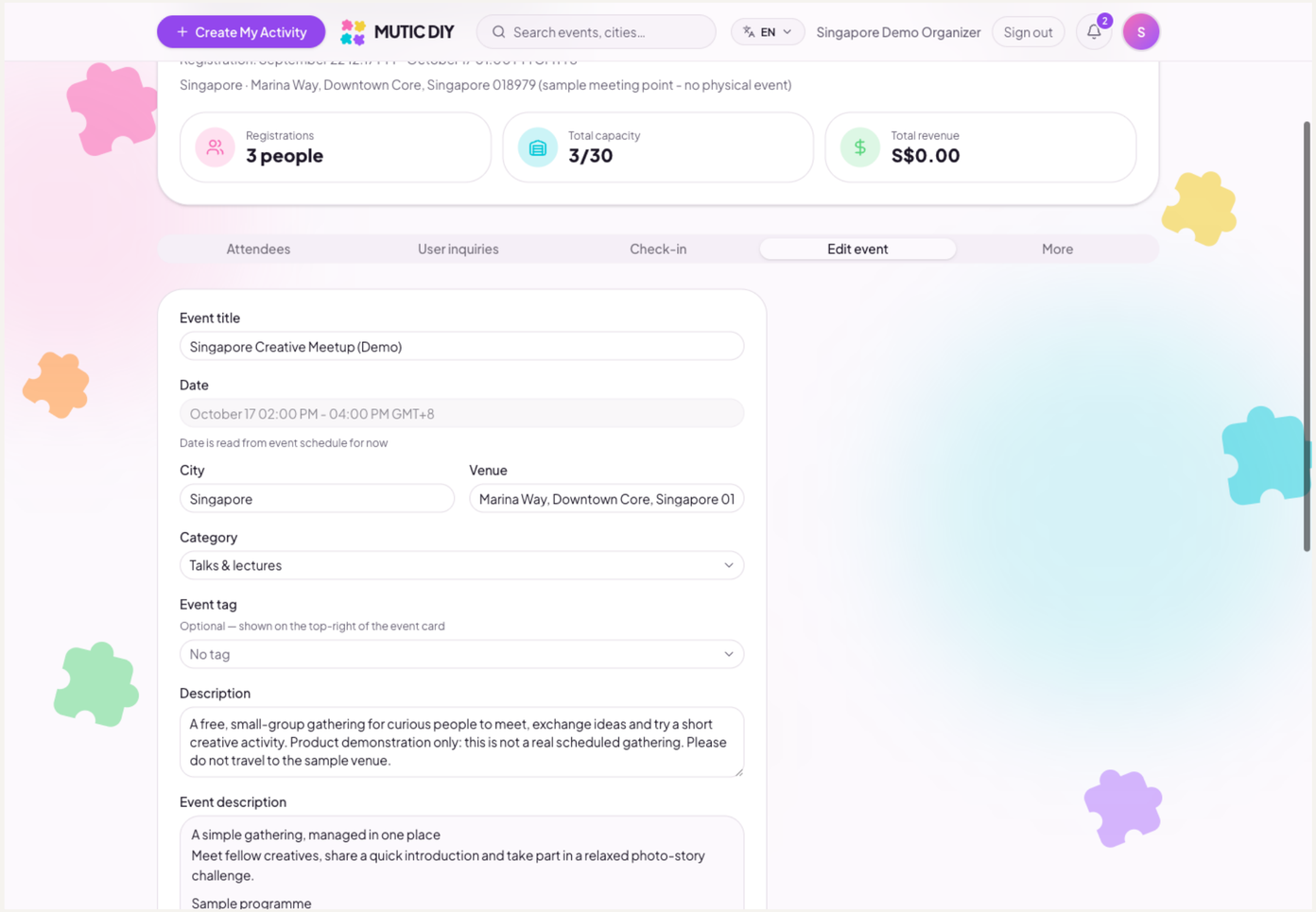
02 One ticket at a time

A successful check updates the ticket, attendee record and entry progress.

03 Recognize repeat use

Reusing a checked-in ticket returns an already-used result. Two tickets remain pending in this case study.

Maintain the event after publication



01 Update available fields

Use Edit event to maintain the title, location, category, labels and introduction where currently supported.

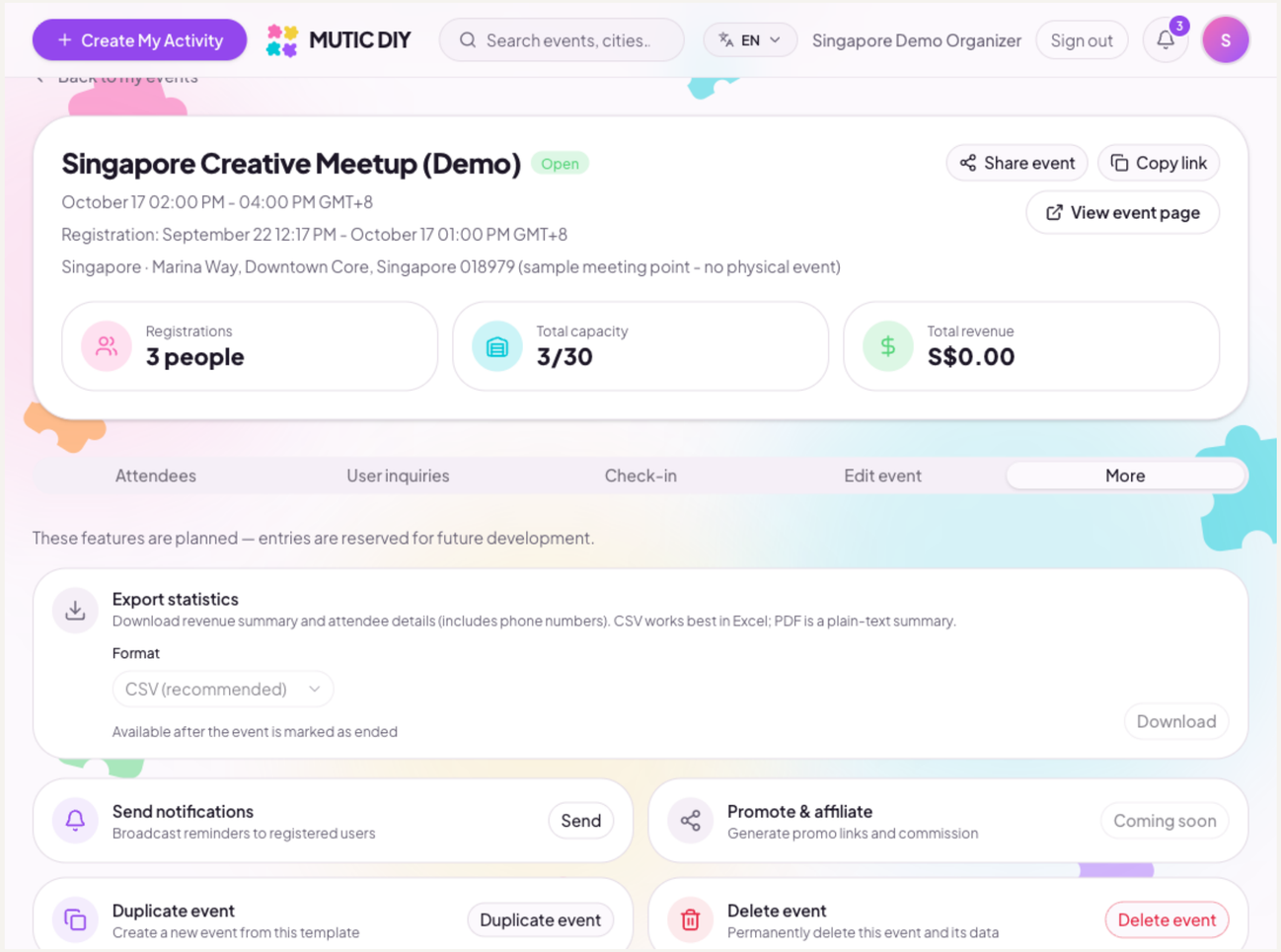
02 Respect locked settings

Published dates are read-only in the current view. Full ticket editing is not yet available.

03 Communicate changes

Reopen the event to check saved changes. Send an update when the change affects registered participants.

Reuse an event and manage its lifecycle



01 Duplicate the content

Use an existing event as a starting point. Recheck the new date, location, introduction and capacity.

02 Confirm deletion

Deletion requires confirmation text. Resolve participant communication and existing bookings before deleting.

03 Export is forthcoming

Data export is not currently available. Use the on-screen roster and summaries for present-day management.

Participant: from invitation to arrival



01 Understand the event

Read the date, location, introduction and available places in one invitation.

02 Reserve named places

Sign in, choose tickets and quantity, then provide information for each person attending.

03 Return when needed

Tickets, orders and Contact organizer keep important details accessible through the same account.

The event page is the starting point



01 A complete invitation

Read the cover, title, timing, written address, introduction and registration deadline.

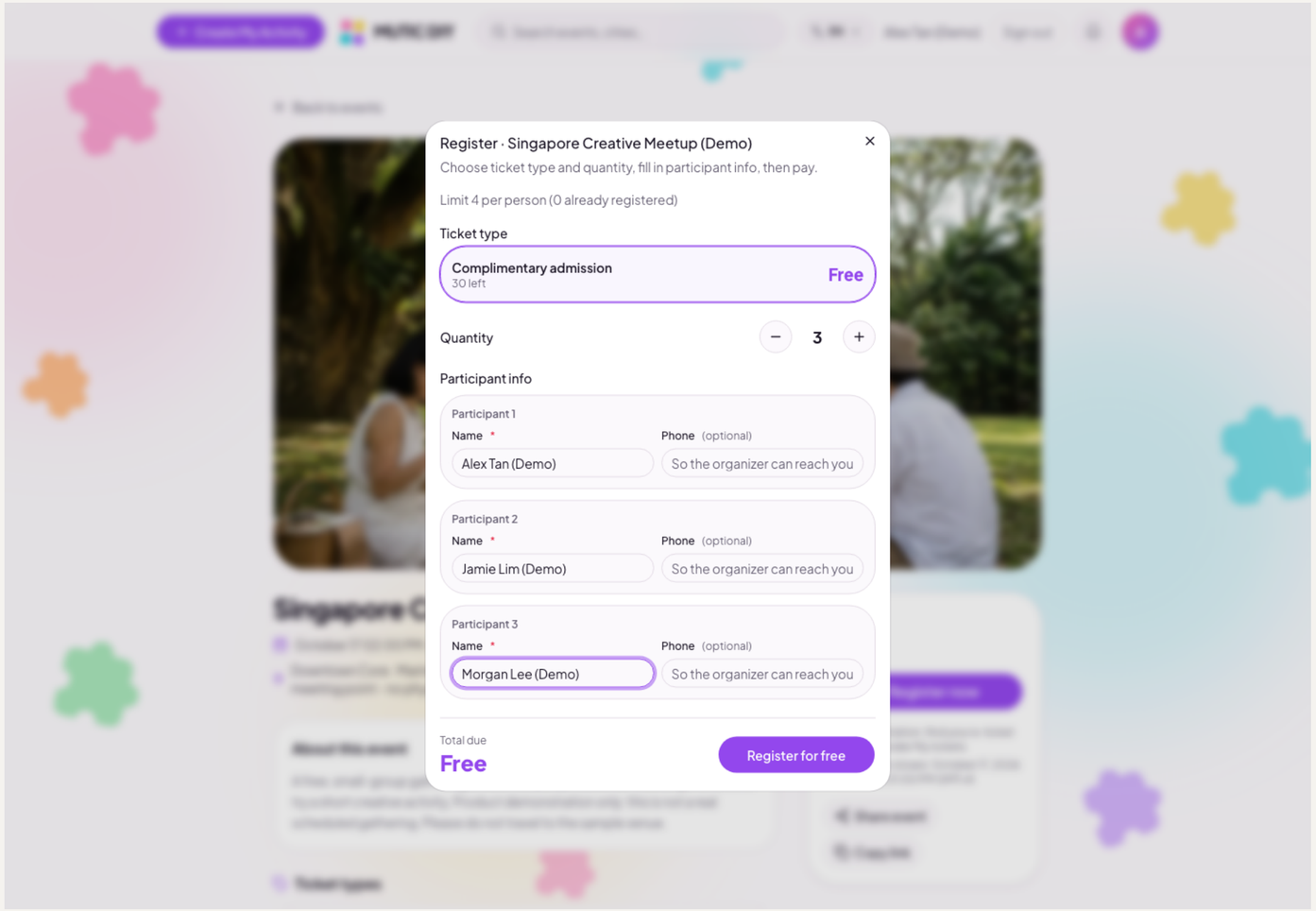
02 Available admission

Ticket options show prices and remaining stock. Free events can communicate capacity just as clearly.

03 Browse, then sign in

The invitation can be viewed while signed out. Submitting a registration currently requires an account.

One booking, individually named guests



01 Choose places

Select the ticket and quantity, within the account's remaining purchase allowance.

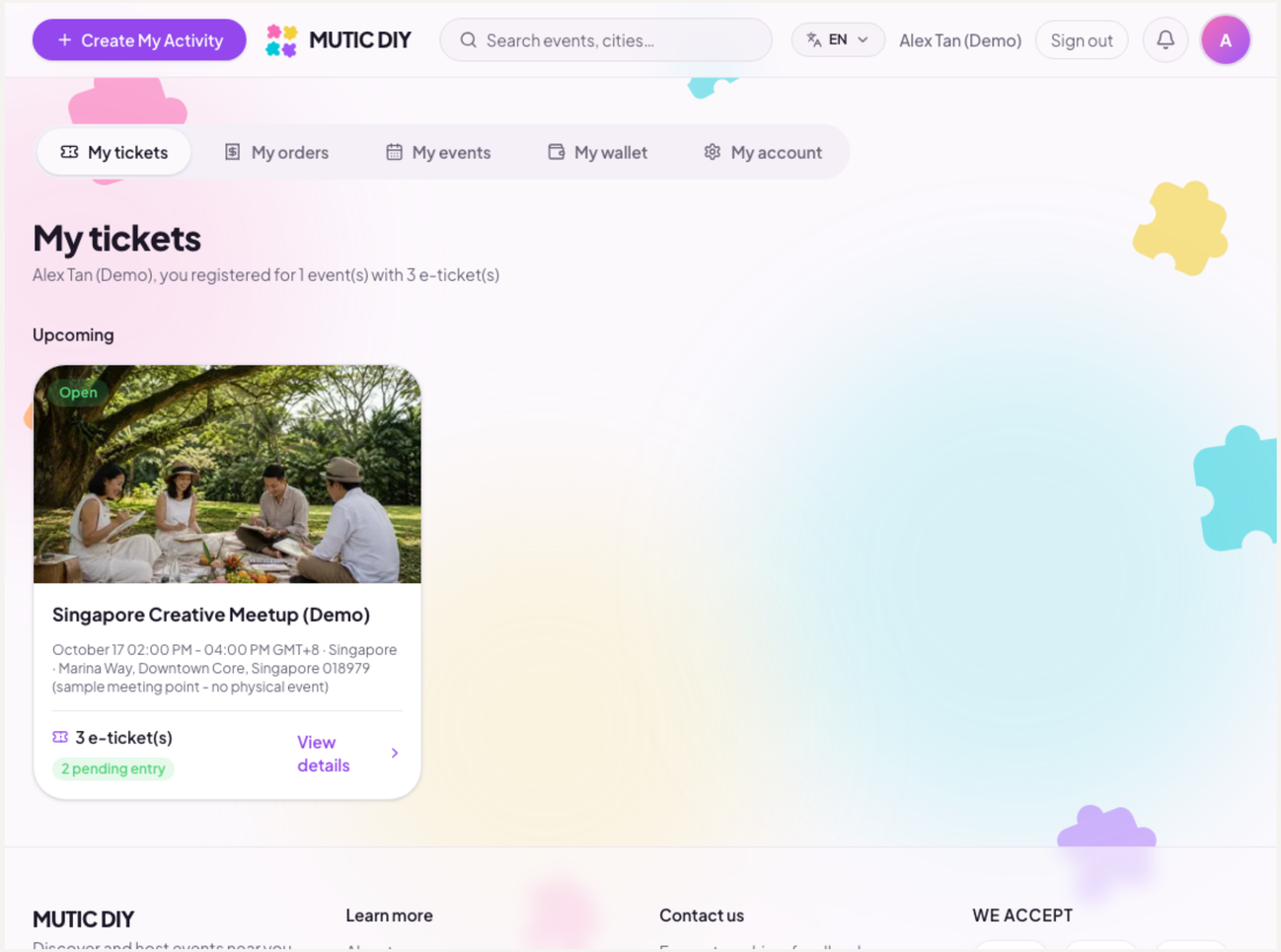
02 Name every participant

Complete one participant row per place. Phone numbers are optional in this form.

03 Confirm free registration

Complete the zero-cost order, then check My tickets and My orders before attempting another submission.

Find every invitation again in My tickets



01 Organized by event

Cards summarize dates, locations, ticket counts and the number still pending entry.

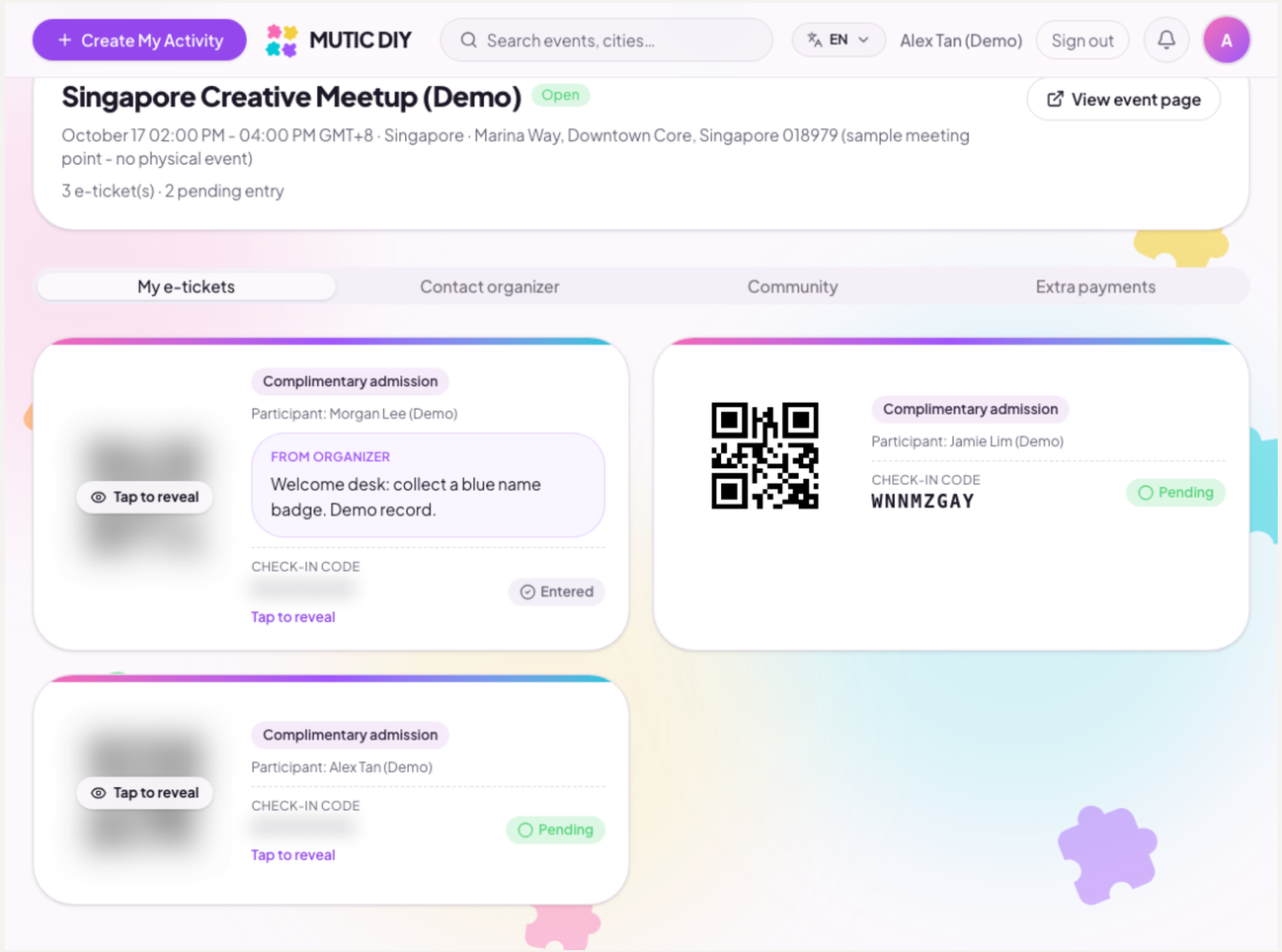
02 Open individual tickets

Select the event to find each named participant's ticket without searching old invitation messages.

03 Current entry states

The case study has three tickets, one already used and two pending entry.

One person, one entry credential



01 Individual admission

Each participant has a separate QR code and check-in code linked to their own entry state.

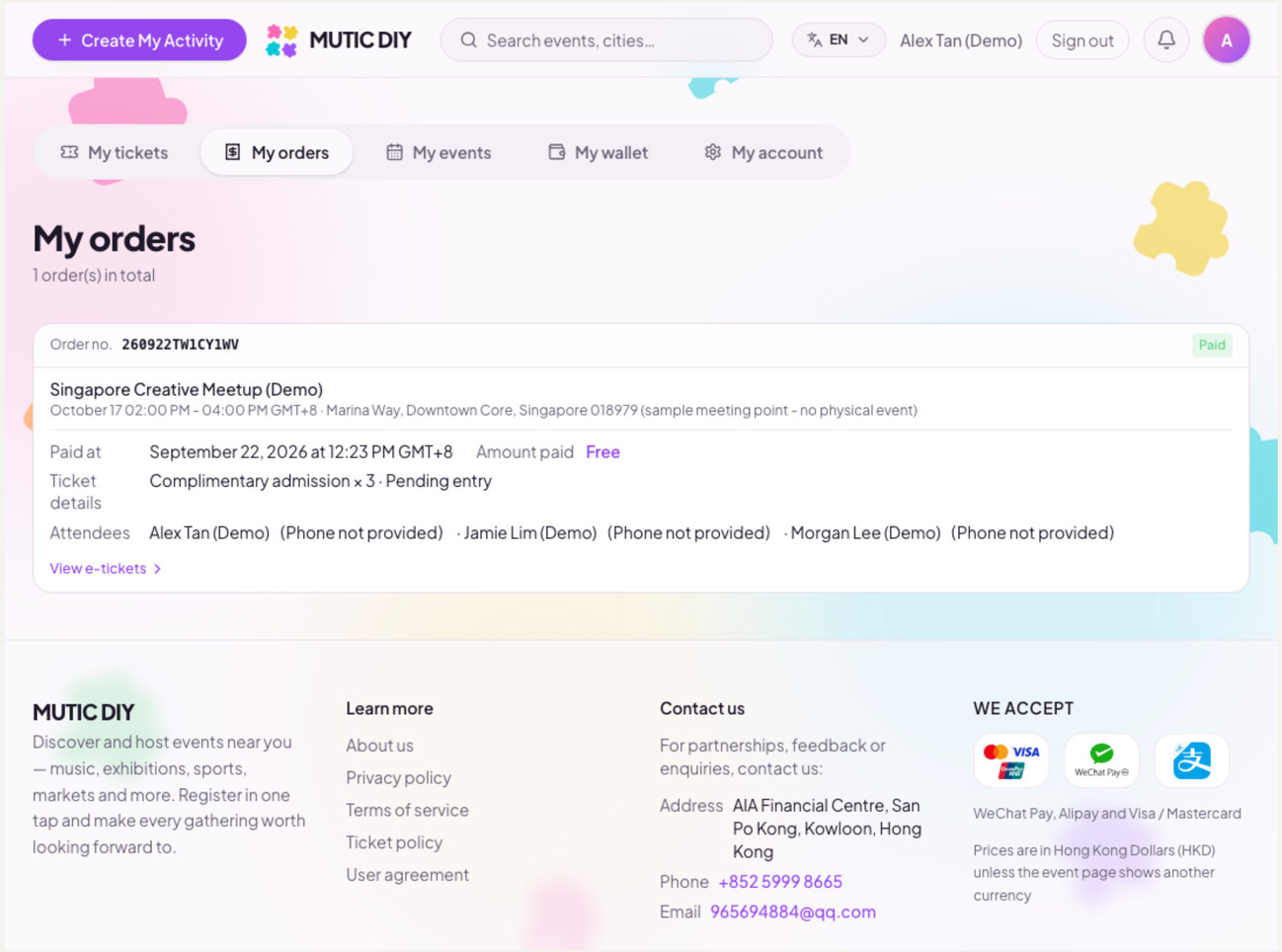
02 Reveal when needed

Tap to reveal the credential at the entrance. Hide it again after use; the ticket retains its entry status.

03 Details travel together

The participant name, ticket type and organizer's note stay with the same e-ticket for easy reference.

The order records the booking



01 A booking record

Review the activity, quantity, named participants and completion state for a group reservation.

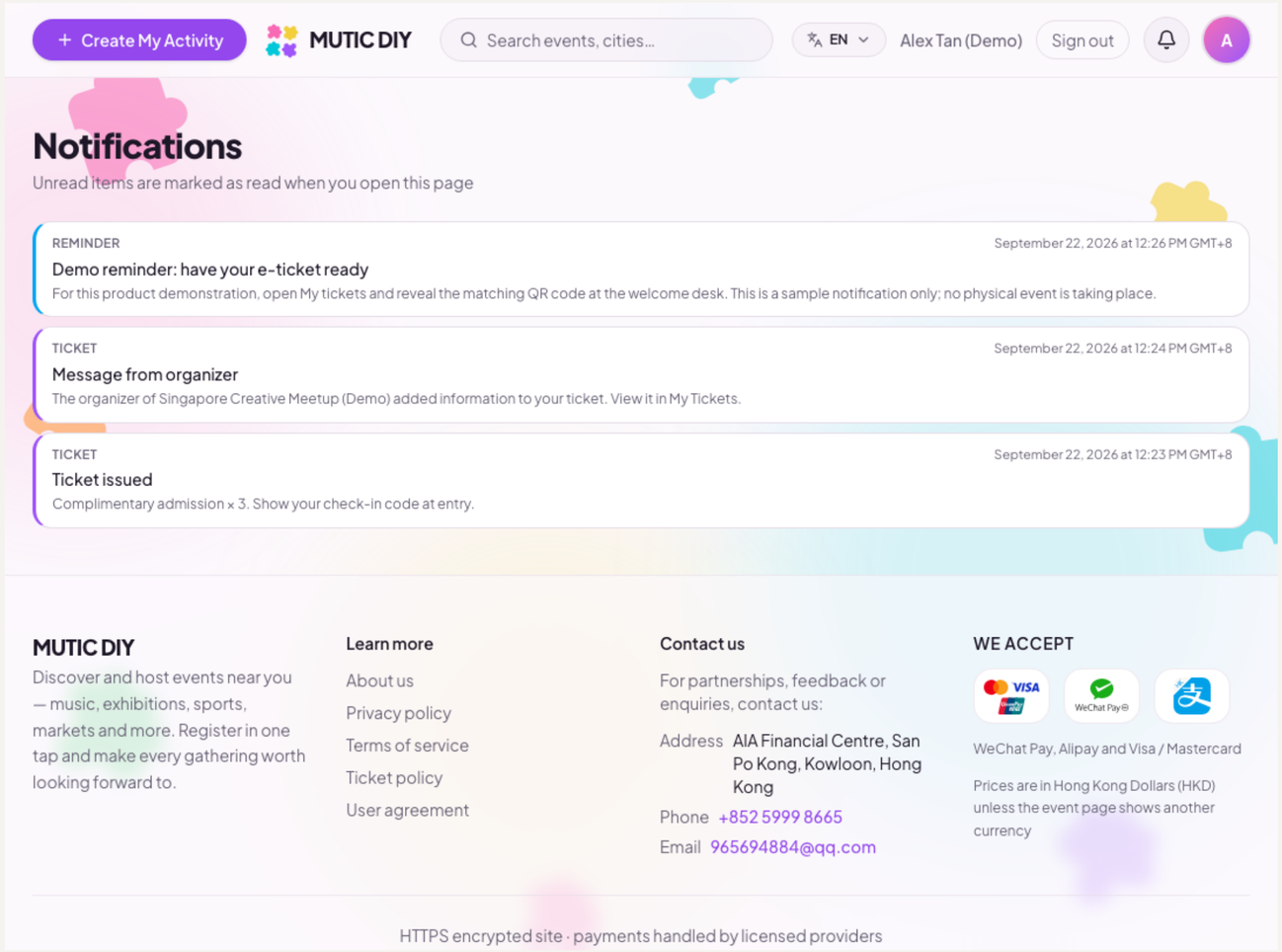
02 Tickets enable entry

Open e-tickets from the order and show the ticket belonging to the person arriving.

03 A completed free order

The current interface can label a zero-cost completed order Paid while showing Free. No money was collected.

Updates that people can return to



01 A notification history

Ticket notices, organizer notes and activity reminders remain available in account notifications.

02 Questions have a conversation

Use Contact organizer for anything requiring a reply, through the relevant booked event.

03 Use the booking account

Orders, tickets and conversations are associated with the account that made the reservation.

Exhibitions: register first, welcome smoothly



01 Before opening

Publish visitor information, capacity and dates, then share the registration page with the intended audience.

02 At the entrance

Validate each visitor’s ticket and use pending or entered states to follow reception progress.

03 Specialist extensions

Business-card scanning, business matchmaking and attendee data export are not part of the current workflow.

Conferences: the programme meets registration



01 For the organizer

Present the agenda, speakers and joining instructions. Set capacity and answer registration questions.

02 For the delegate

Register, keep the ticket available, read arrival reminders and present the credential at reception.

03 Event-level admission

Separate events can represent separate sessions. Session selection, seating and attendance certificates require additional tools.

Retail visits: reserve a time to attend



01 The existing workflow

Create a brand experience, trial or scheduled visit as an event, with limited places and ticket-based arrival.

02 Organize visit windows

Create a separate event for each time window and include its date or session in the title.

03 Beyond reservation

Live queue position, wait estimates, call-next and missed-turn rules would require dedicated development.

Private gatherings: a direct invitation



01 Invitation and roster

Share a private link with friends or a community circle. The organizer reviews registrations in one list.

02 Admission choice

Creation includes a no-ticket option. This complete case uses free registration with individual tickets.

03 Current boundaries

Guest checkout, shared guest rosters, table assignments and automatic page expiry are not current functions.

Workshops, markets and outdoor activities

01

Limited-place workshops

Use capacity and per-account limits to plan materials and space. Ticket notes provide individual collection instructions; broadcasts share preparation reminders.

02

Markets and communities

Help people recognize the event through imagery and categories. Explain dates, addresses and admission. Vendor recruitment and stall allocation require their own workflow.

03

Family and outdoor sessions

Record participants and explain meeting points, equipment and weather plans. Dedicated guardian forms and safety approval are not existing specialist modules.

A clear view of available capabilities

01

Core event journey

Free registration, individual e-tickets, attendee lists, manual check-in, repeat-use handling, inquiry replies, ticket notes and in-app notifications.

02

Event and account controls

Public/private visibility, multilingual content, drafts, preview, editing, duplication, profiles, email language and wallet viewing.

03

Operating conditions

Scanning requires camera access and connectivity. Paid processing, refunds and settlement depend on available channels; this case uses free admission.

04

Forthcoming capabilities

Export, withdrawals, community, extra payments and promote/affiliate extensions are not currently available.

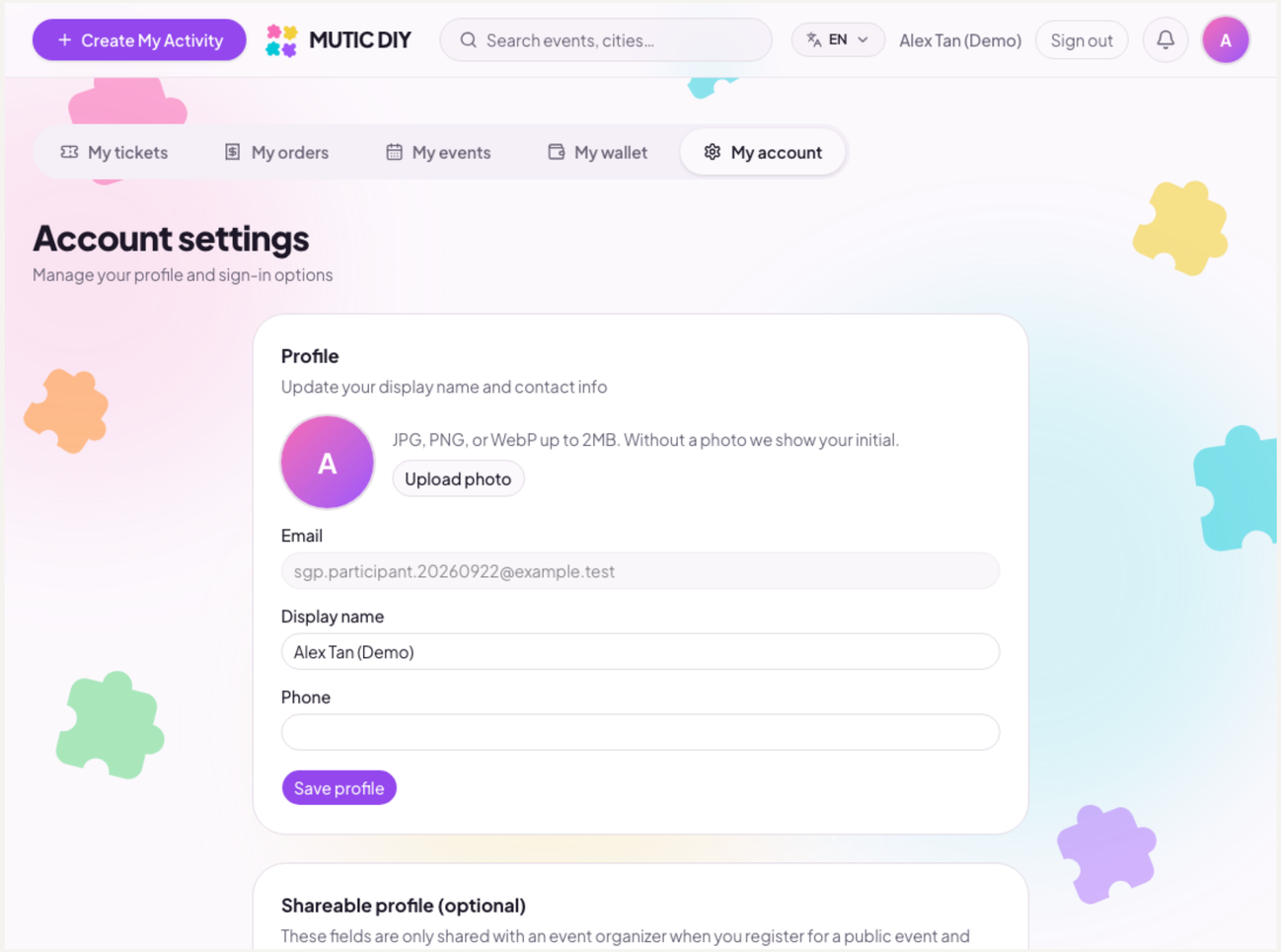
05

Specialist extensions

Live queueing, table allocation, business-card capture, matchmaking and photo communities are not current specialist features.

Feature availability follows the live product. No release date, export format or transaction capability is promised by this presentation.

Manage identity, preferences and consent



01 Basic profile

Maintain a photo, display name and optional phone number to make the account recognizable.

02 Optional background

Gender, age range, country and city are optional. Sharing with a public-event organizer depends on the stated consent choice.

03 Separate preferences

Password and email language have their own settings. Interface language and email language are not the same preference.

From registration to arrival, clearly visible

Singapore Creative Meetup (Demo) / 30 places / 27 remaining / Complimentary admission

3

registered participants

Three reserved places and three individual e-tickets. Each person’s entry state is recorded separately.

1

buyer account

One account registered all three guests, so account-based broadcasts have one recipient, not three.

1

confirmed arrival

Two people remain pending. This is an on-screen activity summary, not a downloadable exported report.

Five connected stages of an event

01

Create

The organizer brings together timing, location, content, capacity and registration settings in one clear invitation.

02

Register

Participants read the details, sign in, choose places and name each person before completing the free booking.

03

Manage

The organizer reviews attendees, answers questions, adds ticket notes and sends shared reminders.

04

Admit

Each person presents a ticket. The organizer validates and records arrival, with repeat-use handling for used credentials.

05

Follow up

Both sides revisit orders, tickets and conversations. The organizer uses the roster and entry summary to plan further contact.

One place to return to

Based on the September 2026 website. Screenshots retain sample account and event data; scene imagery is illustrative.

01

For organizers

From publishing to reception: event information, attendees, inquiries and arrival progress remain connected.

02

For participants

From discovery to registration: orders, tickets, reminders and organizer conversations stay accessible.

03

Start with MUTIC DIY

diy.mutic.ai/en
Available in English, Traditional Chinese and Simplified Chinese. The companion guide explains each operating task.